



**CITY OF HOLLISTER
OFFICE ASSISTANT
Temporary Full-Time Position
(Non-benefited)
\$15.00/hour
OPEN RECRUITMENT**

Final Filing Date: Friday, October 7th, 2016 by 5pm

The City of Hollister is accepting applications for the position of Temporary Office Assistant for assignment to the Management Services Department/Operations & Maintenance, located at the Corporate Yard. Hours will consist of a 40 hour work week, 7:30 am to 4:30 pm. Duration of assignment shall be determined by the department.

POSITION:

- Under supervision, performs clerical and support duties, with extensive Customer Service and interface with the General Public.
- May require some data entry.
- Performs filing, copying, distribution of mail and answering phones.
- Operates a variety of office equipment based upon the requirements of the Department.
- Provide general clerical support to the department director, other City Departments, divisions, and outside agencies.

REQUIREMENTS:

- Ability to perform in a general office environment.
- Ability to perform Data Entry and Word Processing.
- Ability to respond to requests and inquiries from the general public.
- Bilingual proficiency in the Spanish Language.

OTHER QUALIFICATIONS:

- One (1) year of increasingly responsible clerical support experience.
- Equivalent to the completion of the twelfth grade supplemented by specialized training in office practices and secretarial functions.
- Candidate will be required to successfully pass a Background Check, to include a Fingerprint and DMV Check, Pre-employment Physical, and Drug Screening.

TO OBTAIN AN EMPLOYMENT APPLICATION, CONTACT:

City of Hollister
Human Resources Office
375 Fifth Street, Hollister, CA 95023
(831) 636-4300 x.24
Or visit the City website:
www.hollister.ca.gov

Posting Date: September 23, 2016